

## **NIBIB Grantsmanship Seminar -- HOST LOGISTICS**

The NIBIB regional seminar is a one-day meeting. Attached is an example of a past program. We would like to plan for at least 150 participants to attend the seminar in the fall of 2005.

### **Responsibilities**

The host institution deals with all on-site logistics leading up to and during the seminar, such as advertisement, registration, choosing facilities, selecting hotels for accommodations, meals, nametags, etc. The host collects the registration fee directly from the participants and uses it to cover the cost of the things described above. **The host also provides enough support staff for on-site registration on the day of the event.** NIBIB covers the cost of the travel and per diem of the staff we bring as well as reproduction of handouts and assembly of packets.

### **Dates**

The host institution and NIBIB will work together to set the seminar dates to accommodate the schedule of the host institution, assure availability of staff, and avoid conflicts with professional society meetings.

### **Program**

NIBIB generally sets the programs for the seminars. We do work with the host institutions to try and accommodate any special interests.

### **Conference Facilities**

Physical space needs and considerations:

- One room with capacity for at least 150 people
- Space outside plenary room for registration tables and a table for computer with NIH website.
- Meals, breaks and reception areas/setup conducive to staff casually interacting with participants.

### **Audio visual:**

- Presentations will be PowerPoint presentations projected from a laptop. Need projectors and laptops in the plenary room.
- Large screen projection capability
- Assure that speaker has control over the AV equipment from the lectern.
- Adequate number of microphones for room.
- Tech support for rooms

### **Refreshments/Meals**

Refreshments should be handled like any professional conference of this size. Registration fee should include breakfast, breaks, lunch and reception:

- Water should be available
- A continental breakfast should be set up in multiple locations for ease of accessibility.

### **Lodging**

- Host should provide participants with a list of recommended hotels. Please reserve a block of rooms for participants at a conference rate (with a release date) and a block of 8 rooms at the government rate for NIBIB staff when negotiating the contract.
- Consider quality of location, proximity to restaurants and security of area when selecting the hotel
- Try to negotiate parking at reduced rates for registrants

### **Announcement/Advertisement**

- The host institution is responsible for the bulk of the advertising of the Seminar.
- Announcements will be sent out via the NIBIB listserv.
- The host institution should compile mailing list of individuals in region: Deans, Department Heads, Sponsored Programs. Obtain member lists available from Society of Research Administrators (SRA) and National Council of University Research Administrators (NCURA) regional organizations. **PI's and trainees are particularly encouraged to attend.**
- Announcements should go out at least eight weeks in advance of registration deadline

### **Registration**

- It is acceptable to set a deadline for registration and have a higher late registration fee. Registration fee will be paid directly to the host institution and should cover the costs of breaks, breakfasts and lunches, reception, facilities charges (if any), audiovisual equipment rentals, and other costs incurred by host in support of seminar (postage, etc.).
- On-line registration capability

- Remember to set up procedures with your accounting office for processing registration fees early on.
- Assure adequate staffing and space for registration desk to assure a pleasant, orderly, and quick process. During seminar, there should be individual(s) to staff registration table at all times. A message board should be placed nearby.

### **Informational Materials**

- Check your institution's public relations office and the Chamber of Commerce for materials on the local area for participants (restaurant guide, local points of interest, etc.)
- Provide informational material to registrants in advance, including maps of building interior, city, campus, and/or area around hotel. (this is easy if using a website to disseminate information)

### **Misc. Information**

- NIBIB staff arrive early enough for dinner the night prior to the event. If staff from the host institution would like to join us for a casual evening, it is a nice way to get to know each other before the event. (NIBIB staff pay their own way)
- Remember pre-printed name tags with individual's name and organization; may have the NIH and/or institution's logo; staff ribbon or other indication on name tag for NIBIB and host staff
- Please include the HHS and NIH logos on promotional materials for the seminar.

NIBIB GRANTSMANSHIP PROGRAM  
Hosted by Rensselaer Polytechnic Institute (RPI)  
Center for Biotechnology and Interdisciplinary Studies  
Troy, New York - April 20, 2005

## Agenda

7:30 – 8:00 am	<b>Registration and Continental Breakfast</b>	
8:00 – 8:15 am	<b>Welcome</b>	<b>Dr. Robert Palazzo</b> <i>Director, CBIS</i>
8:15 – 8:45 am	<b>Introduction and Status of the NIBIB</b>	<b>Dr. William Heetderks</b>  <b>Associate Director for Science Program, NIBIB</b>
8:45 – 9:30 am	<b>NIH General Overview</b> <ul style="list-style-type: none"><li>▪ NIH structure, grant mechanisms, general policies</li></ul>	<b>Dr. Fei Wang</b> <i>Program Director, Division of Discovery Science and Technology, NIBIB</i>
9:30 – 10:00 am	<b>Break</b> <ul style="list-style-type: none"><li>▪ NIBIB grantee poster</li></ul>	
10:00 – 10:45 am	<b>Overview of NIBIB Research Areas &amp; Opportunities</b> <ul style="list-style-type: none"><li>▪ NIBIB &amp; trans-NIH research (BECON, BISTI, Roadmap)</li></ul>	<i>Dr. Richard Swaja</i> <i>Senior Science Advisor, NIBIB</i>
10:45 – 11:30 am	<b><i>Research Training &amp; Career Development</i></b>	<i>Dr. Meredith Temple- O'Connor</i> <i>Acting Director, Division of Interdisciplinary Training, NIBIB</i>
11:30 – 12:30 pm	<b>Lunch</b>	

12:30 – 1:30 pm	<b>NIH Peer Review Process</b> <ul style="list-style-type: none"> <li>▪ How an application becomes a grant</li> </ul>	<i>Dr. David George</i> <i>Director, Office of Scientific Review, NIBIB</i>
1:30 – 2:15 pm	<b>Tips for Writing a Compelling NIH Grant Application</b> <ul style="list-style-type: none"> <li>▪ Step through R01 application process</li> </ul>	<i>Dr. Bonnie Dunn</i> <i>Scientific Review Administrator, Office of Scientific Review, NIBIB</i>
2:15 – 2:45 pm	<b>Break</b> <ul style="list-style-type: none"> <li>▪ NIBIB grantee posters</li> </ul>	
2:45 – 3:45 pm	<b>RPI Grantee Perspectives</b>	<i>RPI Researchers</i>
3:45 – 4:00 pm	<b>Closing Remarks</b>	<i>NIBIB Staff</i>
4:00 – 5:00 pm	<b>Center for Biotechnology and Interdisciplinary Studies Tour</b>	<i>RPI Staff</i>

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